

1.0

Overview of CM/ECF

This section will cover what CM/ECF is, what software is needed and how to navigate around ECF. The section will also go over ECF events available to registered users.

This section will cover:

- Using ECF
- Logging into ECF
- Navigating around ECF
- ECF Events Alphabetically
- ECF Events Categorically
- ECF Fee Events

1.1

Using ECF



The CM/ECF system is the Bankruptcy Court's electronic case filing and management system which has been used by the District of Utah since Fall 2002. The system is designed to allow attorneys and trustees to open bankruptcy and adversary cases and file pleadings and documentation into the system, and pay for fees over the Internet. A number of advantages of the system is:

- 24 hour access to the system
- Reduced cost of delivering documentation to the court
- No 4:30 p.m. deadline to catch before the clerk's office closes
- An overall reduced cost
- Simplified archiving and retrieval of case files

Internet Browsers

ECF is designed to be used over the Internet using an Internet browser. The currently “accepted” browsers for ECF are Netscape Navigator 4.7 and Internet Explorer 5.5.

The currently available Internet browsers available (Internet Explorer 6.0 and Netscape 6.2) can be used but are not “supported” by the court. The main problem encountered with using the newer browsers — specifically IE6 is the Fee Payment window coming up blank.

Netscape Navigator 4.7 is available as a download from the Court’s Internet site at http://www.utb.uscourts.gov/cm_ecf/resource_start.htm

This link will take you to the Netscape archive site.

Adobe Acrobat

The court will only accept electronic documentation in a PDF format. Adobe is the proprietary license holder for PDF or the portable document format.

Acrobat version 4 or above are acceptable programs to use to create your pdf documents for filing to ECF. Acrobat is the only way to create a PDF document from a scanned document.

Even though WordPerfect version 9 and above have the ability to publish to PDF, the ECF system has come across problems with documents created this way.

The court recommends using Adobe Acrobat for accurate documents

Hardware

Because of the chance of physical documentation needing to be used within a case, the use of a scanner may become necessary. There are a number of types of scanners available on the market. If you are going to scan a large amount of documents, you may want to consider purchasing a high-speed scanner with an automatic document feeder. If you will be only scanning small amounts, a flatbed or sheet feed scanner will work.

Because of the number of documents that you will be uploading into the ECF system as well as the ECF pages you will be moving through, it is recommended that you use a high-speed connection to the Internet.

1.2

Logging into the ECF System

The ECF system is accessed over the Internet by using a supported web browser (either Netscape Navigator 4.6/4.7 or Internet Explorer 5.5).

The address to access ECF is <https://ecf.utb.uscourts.gov>.



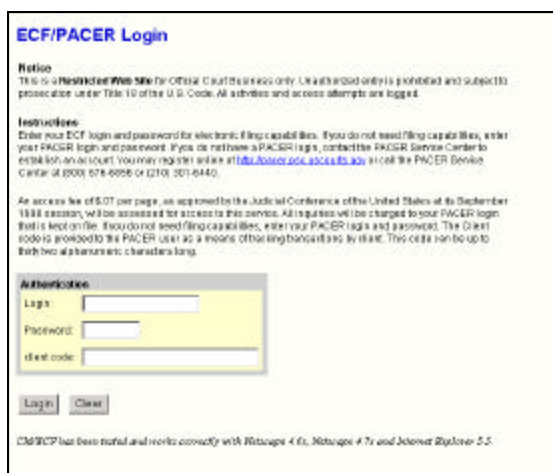
If you choose to bookmark ECF, this is the page that you need to bookmark. Any pertinent information concerning ECF will be posted to this page.

To access the system, click on the [District of Utah - Document Filing System](#) hyperlink.

Once you have clicked on the filing system hyperlink, you will be taken to the login page (figure 1). Enter the username and password given to you by the court.

You will need to click on the [Login] button. You will see the screen shown in figure 2 with a successful login to the ECF system.

From this screen, you will use the ECF Menu Bar to begin using ECF.



The screenshot shows the 'ECF/PACER Login' page. It includes a 'Notice' section with legal disclaimers, an 'Instructions' section with contact information for PACER login issues, and an 'Authentication' section with input fields for 'Login', 'Password', and 'Client Code'. A 'Login' button is located below the input fields. At the bottom, it states 'Old ECF has been tested and works correctly with Netscape 4.0x, Netscape 4.7x and Internet Explorer 5.5.'

Figure 1



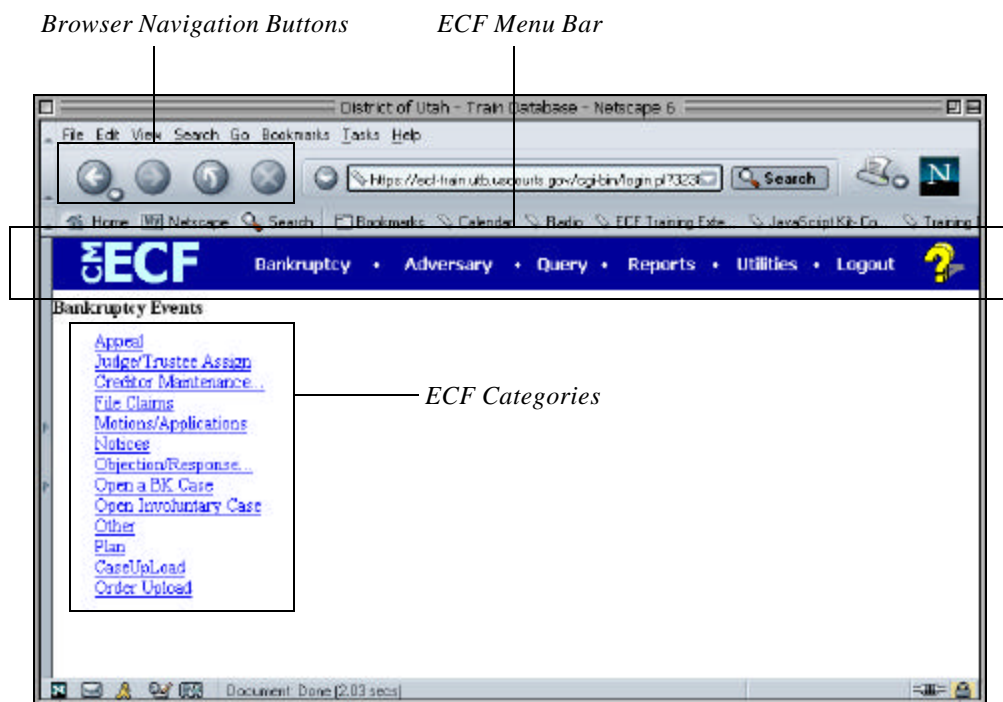
The screenshot shows the 'ECF' main menu. It features a blue header with the 'ECF' logo and navigation links: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The central area displays the 'United States Bankruptcy Court District of Utah' seal and the text 'U.S. Bankruptcy Court District of Utah Official Court Electronic Document Filing System'. A disclaimer at the bottom states: 'This facility is for Official Court Business only. Activity in and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 17 and Federal Rule of Bankruptcy Procedure 6017. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 1592 and 1597. Welcome to the U.S. Bankruptcy Court for the District of Utah Electronic Document Filing System. This service is for attorneys and firms participating in the

Figure 2

1.3

Navigating Through ECF

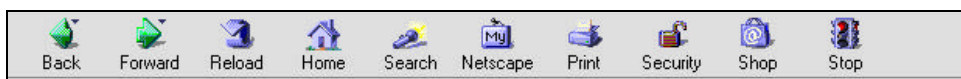
Navigating around ECF is the same as navigating through any other Internet site. You can use the browser buttons to move back and forth between pages that you have been to, as well as move through the ECF pages using the page buttons to move to a new screen. There are only a few things that you will need to remember concerning navigation.



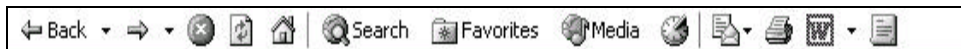
Browser Navigation Buttons

You can use the browser's navigation buttons to move back and forth between pages that you have been to. This will allow you to review the pages and information that you have entered into them. The thing to remember about the browser buttons is that you can use the forward button after using the backward button **if you have not changed information**

on a page that you went back through. If you enter or change information, you will then need to use the pages buttons and re-enter information as you move forward.



Netscape Navigator 4.7



Internet Explorer 5.5

ECF Menu Bar

Clicking on the ECF Menu Bar will take you to the top of the ECF Categories list for that menu. If you are filing a case or pleading and decide to start over for whatever reason, you can simply click on a Menu option to take you back to the start of that category list.

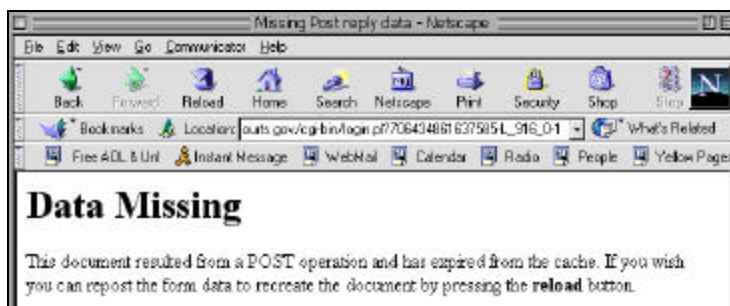
ECF Categories

ECF Categories are hyperlinks that will take you through the process of filing that event, whether it be a new case filing, a motion or an objection. As you move through these pages, you will enter information and then click on the [Next] or [Submit] buttons to continue on to the next screen.

Information is not submitted to ECF unless you click on a [Submit] button (such as creating a new party) or when you are given the screen containing the final docket text. This page will usually contain warning text above the [Next] button warning that the filing will become finalized.

Resizing the Browser

If you are using Netscape Navigator 4.6 or 4.7, you will not be able to resize the browser window. If you do, you will receive the following error:



Once you receive this error, you will need to start over from the beginning — the very beginning — logging into the system.

1.4

Selecting the Docket Event

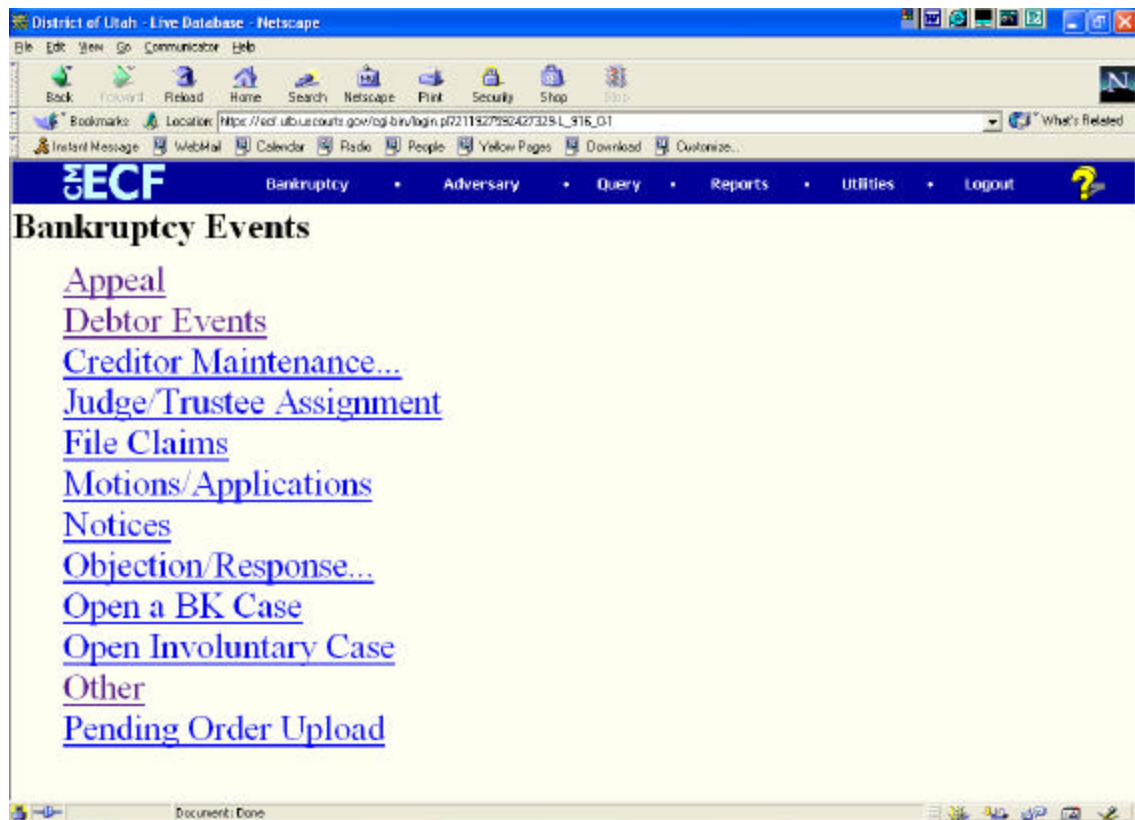
This section will list the ECF Events available to registered users for the District of Utah. The system was designed to accomplish many tasks behind the scenes by the event you select. Therefore, it is important to select the most appropriate event for your document.

If the event is followed by a *(No Image)* or *(Text Event)* notation then you will not need to attach a document when filing that event. If the event is followed by a *(fee)* notation, your account will be charged if you select the event.

If you would like to suggest changes or additions to the event lists, you may submit a change request form found on the court's website.

1.5

Events listed Alphabetically



Do not use the Complaint event under the Adversary menu, in the Complaint/Summons category, to file a new adversary case. Use **Open an AP Case** to open a new civil proceeding.

The docket events shown on the pages that follow are formatted to list the event first, then the menu option is typed directly after the event. The menu option is shown in the dark portion of Figure 1 (displayed in blue on a computer screen). After selecting the menu option, the next item shown is the category under which you will find the event. The categories shown in the figure above are Appeal, Debtor Events, Creditor Maint., etc.

Not all events that could occur in a civil proceeding are found under the Adversary menu. It may be necessary to file some adversary documents under the Bankruptcy menu section. **If you don't find your event under the Adversary menu use the Bankruptcy event to file your pleading.**

20 Largest Unsecured Creditors|Bankruptcy - Debtor Events (Used by debtor's counsel)
20 Largest Unsecured Creditors|Bankruptcy - Other
Abandon (FEE)|Bankruptcy - Motions/Applications
Abate|Bankruptcy - Motions/Applications
Acceptance of Service|Adversary - Notices/Other
Adequate Protection|Bankruptcy - Motions/Applications
Administrative Expenses|Bankruptcy - Motions/Applications
Affidavit/Declaration|Adversary - Notices/Other
Affidavit/Declaration|Bankruptcy - Debtor Events (Used by debtor's counsel)
Affidavit/Declaration|Bankruptcy - Other
Allow Claim(s)|Bankruptcy - Motions/Applications
Amended Application|Adversary - Motions
Amended Application|Bankruptcy - Motions/Applications
Amended Chapter 11 Plan|Bankruptcy - Other
Amended Chapter 13 Plan|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Chapter 13 Plan|Bankruptcy - Other
Amended Complaint|Adversary - Complaint & Summons
Amended Designation of Record|Bankruptcy - Appeal
Amended Disclosure Statement (Ch 11)|Bankruptcy - Other
Amended Document|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Document|Bankruptcy - Other
Amended Matrix (FEE)|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Matrix (FEE)|Bankruptcy - Other
Amended Matrix (No Fee)|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Matrix (No Fee)|Bankruptcy - Other
Amended Matrix and Amended Schedules (FEE)|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Matrix and Amended Schedules (FEE)|Bankruptcy - Other
Amended Motion|Adversary - Motions
Amended Motion|Bankruptcy - Motions/Applications
Amended Schedules (FEE)|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Schedules (FEE)|Bankruptcy - Other
Amended Schedules (No Fee)|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Schedules (No Fee)|Bankruptcy - Other
Amended Schedules I & J|Bankruptcy - Debtor Events (Used by debtor's counsel)
Amended Schedules I & J|Bankruptcy - Other
Amend|Adversary - Motions
Amend|Bankruptcy - Motions/Applications
Answer to Complaint (Amended)|Adversary - Answers... - Motion/Application
Answer to Complaint (Amended)|Bankruptcy - Objection/Response
Answer to Discovery Materials|Adversary - Notices/Other
Answer to Section 304 Petition|Adversary - Answers... - Motion/Application
Answer to Section 304 Petition|Bankruptcy - Objection/Response.. -
Appear pro hac vice|Adversary - Motions

Appear pro hac vice|Bankruptcy - Motions/Applications
Appellant Designation of Record|Bankruptcy - Appeal
Appellee Designation of Record|Bankruptcy - Appeal
Application (Generic)|Adversary - Motions
Application (Generic)|Bankruptcy - Motions/Applications
Application for Compensation by Attorney/Debtor(s)(Ch13 only)|Bankruptcy - Debtor Events
(Used by debtor's counsel)
Appoint Creditors' Committee|Bankruptcy - Motions/Applications
Appoint Trustee|Bankruptcy- Motions/Applications
Approve Adequacy of Disclosure Statement|Bankruptcy - Motions/Applications
Approve Settlement/Compromise|Bankruptcy - Motions/Applications
Approve Stipulation|Bankruptcy - Motions/Applications
Assume/Reject|Bankruptcy - Motions/Applications
Atty/Db(s) Request Re: Motion to Confirm (No Image)|Bankruptcy - Debtor Events (Used by
debtor's counsel)
Atty/Db(s) Request Re: Motion to Confirm (No Image)|Bankruptcy - Other
Avoid Lien|Bankruptcy- Motions/Applications
Bifurcate and Dismiss|Bankruptcy - Motions/Applications
Bifurcate|Bankruptcy - Motions/Applications
Certificate of Service|Adversary - Notices/Other
Certificate of Service|Bankruptcy - Debtor Events (Used by debtor's counsel)
Certificate of Service|Bankruptcy - Other
Certificate/Affidavit of Non-Opposition to Motion|Bankruptcy - Other
Ch 11 Final/Summary Rpt & Acct|Bankruptcy - Debtor Events (Filed by debtor's counsel)
Ch 11 Final/Summary Rpt & Acct|Bankruptcy - Other
Change Venue|Bankruptcy - Motions/Applications
Change of Address|Bankruptcy - Debtor Events (Used by debtor's counsel)
Chapter 11 Ballots|Bankruptcy - Other
Chapter 11 Plan|Bankruptcy - Other
Chapter 12 Plan|Bankruptcy - Other
Chapter 13 Plan|Bankruptcy - Debtor Events (Used by debtor's counsel)
Chapter 13 Plan|Bankruptcy - Other
Chapter 9 Plan|Bankruptcy - Other
Compel|Adversary - Motions
Compel|Bankruptcy - Motions/Applications
Compensation|Bankruptcy - Motions/Applications
Complaint & Summons|Adversary
Complaint, 3rd, cross, counter|Adversary - Answers...
Confirm By Consent (Motion) and Ch 13 Amended Plan|Bankruptcy - Other
Confirm By Consent|Bankruptcy- Motions/Applications
Consolidate for Trial|Adversary - Motions
Consolidate|Adversary - Motions
Consolidate|Bankruptcy - Motions/Applications
Contempt/Sanctions|Adversary - Motions
Contempt/Sanctions|Bankruptcy Events - Motions/Applications

Continue Hearing|Adversary - Motions
Continue Hearing|Bankruptcy - Motions/Applications
Continue Meeting|Bankruptcy - Motions/Applications
Convert Case to 12|Bankruptcy - Motions/Applications
Convert Case to 13|Bankruptcy - Motions/Applications
Convert Case to 7 (FEE)|Bankruptcy - Motions/Applications
Convert Chapter 7 or 13 Case to a Chapter 11 Case (FEE)|Bankruptcy - Motions/Applications
Convert One Debtor Only (FEE)|Bankruptcy - Motions/Applications
Corrected Image|Bankruptcy - Other
Correspondence|Bankruptcy - Other
Counterclaim|Adversary - Complaint & Summons
Creditor Request for Notice|Bankruptcy - Other
Cross Appeal (FEE)|Bankruptcy - Appeal
Crossclaim|Adversary - Complaint & Summons
Debtor's Election to Be Treated as a Small Business (Chapter 11)|Bankruptcy- Other
Declaration Re: Tax Returns|Bankruptcy - Other
Declaration/Affidavit Re: Tax Returns|Bankruptcy- Debtor Events (used by debtor's counsel)
Declaration|Bankruptcy - Other
Default Judgment|Adversary - Motions
Defer Discharge|Bankruptcy - Motions/Applications
Defer Fee|Adversary - Motions
Defer Fee|Bankruptcy - Motions/Applications
Deposit Funds Into Court Registry|Adversary - Motions
Deposit Funds Into Court Registry|Bankruptcy - Motions/Applications
DirectingTransmittal of Withdrawal of Reference (Application)|Adversary - Motions
DirectingTransmittal of Withdrawal of Reference (Application)|Bankruptcy - Motions/Applications
Disburse|Bankruptcy- Motions/Applications
Disclosure Statement (Ch 11)|Bankruptcy - Other
Disclosure of Compensation of Atty for Debtor|Bankruptcy - Debtor Events
Disclosure of Compensation of Attorney for Debtor|Bankruptcy - Other
Dismiss Adversary Proceeding|Adversary Events - Motions
Dismiss Case Per 707(b)|Bankruptcy - Motions/Applications
Dismiss Case|Bankruptcy - Motions/Applications
Dismiss Party|Adversary - Motions
Dismiss Party|Bankruptcy - Motions/Applications
Dismiss/Withdraw Document|Adversary - Motions
Dismiss/Withdraw Document|Bankruptcy - Motions/Applications
Edit creditors|Bankruptcy - Creditor Maintenance...
Election of Appeal to District Court|Bankruptcy - Appeal
Election to Be Treated as a Small Business (Ch 11 only)|Bankruptcy - Debtor Events
Electronically Paid Fee - 15.00|Bankruptcy - Debtor Events (used by debtor's counsel)
Electronically Paid Fee - 15.00|Bankruptcy - Other
Electronically Paid Fee - 150.00|Bankruptcy - Debtor Events (used by debtor's counsel)
Electronically Paid Fee - 150.00|Bankruptcy - Other
Electronically Paid Fee - 155.00|Bankruptcy - Debtor Events (used by debtor's counsel)

Electronically Paid Fee - 155.00|Bankruptcy - Other
Electronically Paid Fee - 26.00|Bankruptcy - Debtor Events (used by debtor's counsel)
Electronically Paid Fee - 26.00|Bankruptcy - Other
Employ|Bankruptcy - Motions/Applications
Equity Security Holders|Bankruptcy - Debtor Events (used by debtor's counsel)
Equity Security Holders|Bankruptcy - Other
Ex Parte Relief|Bankruptcy - Motions/Applications
Examination Under Rule 2004|Bankruptcy - Motions/Applications
Excuse Debtor|Bankruptcy - Motions/Applications
Exhibit|Bankruptcy - Other
Expedite Hearing|Adversary - Motions
Expedite Hearing|Bankruptcy - Motions/Applications
Extend Exclusivity Period to File Plan|Bankruptcy - Motions/Applications
Extend Time to Oppose Discharge|Bankruptcy - Motions/Applications
Extend Time|Adversary - Motions
Extend Time|Bankruptcy - Motions/Applications
File Claims|Bankruptcy
File Overlength Memorandum|Adversary - Motions
File Overlength Memorandum|Bankruptcy - Motions/Applications
Final Decree|Bankruptcy - Motions/Applications
Final Installment Fee Payment (Ch13) (FEE)|Bankruptcy-Debtor Events (used by debtor's counsel)
Final Installment Fee Payment (Ch13) (FEE)|Bankruptcy - Other
Final Installment Fee Payment (Ch7) (FEE)|Bankruptcy - Debtor Events
Final Installment Fee Payment (Ch7) (FEE)|Bankruptcy - Other
Final Installment Fee Payment (Individual Ch11) (FEE)|Bankruptcy - Debtor Events (used by debtor's counsel)
Final Installment Fee Payment (Individual Ch11) (FEE)|Bankruptcy - Other
Fix Time|Bankruptcy - Motions/Applications
For Entry of Judgment/Order Re:|Bankruptcy - Motions/Applications
For Telephonic Hearing|Bankruptcy - Motions/Applications
Form 35/Report of Parties Planning Meeting|Adversary - Notices/Other
Hardship Discharge|Bankruptcy - Motions/Applications
Incur Debt|Bankruptcy - Motions/Applications
Intervene|Adversary - Motions
Involuntary Answer|Adversary - Answers... - Motion/Application
Involuntary Answer|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Involuntary Petition (Chapter 11)(attorney user) (FEE)|Bankruptcy - Other
Involuntary Petition (Chapter 7)(attorney user) (FEE)|Bankruptcy - Other
Joinder|Bankruptcy - Other
Joint Administration|Bankruptcy - Motions/Applications
Leave to Appeal (FEE)|Adversary - Motions
Leave to Appeal (FEE)|Bankruptcy - Motions/Applications
Limine|Adversary - Motions
Limit Notice|Bankruptcy - Motions/Applications

Limited Admissions|Adversary - Motions
Limited Admissions|Bankruptcy - Motions/Applications
Mediation Conference Report|Bankruptcy - Other
Memorandum in Opposition|Bankruptcy - Other
Memorandum in Support|Bankruptcy - Other
Memorandum|Bankruptcy - Other
Modify|Bankruptcy - Motions/Applications
Monthly Financial Report|Bankruptcy - Other
More Definite Statement|Adversary - Motions
More Definite Statement|Bankruptcy - Motions/Applications
Motion to Abate and Objection to Motion to Dismiss|Bankruptcy - Debtor Events (used by debtor's counsel)
Motion to Abate and Objection to Motion to Dismiss|Bankruptcy - Motions/Applications
Motion to Abate|Bankruptcy - Debtor Events (used by debtor's counsel)
Motion to Confirm By Consent and Ch 13 Amended Plan|Bankruptcy - Debtor Events (used by debtor's counsel)
Motion to Confirm by Consent|Bankruptcy - Debtor Events (used by debtor's counsel)
Motion to Convert to Chapter 13|Bankruptcy - Debtor Events (used by debtor's counsel)
Motion to Incur Debt|Bankruptcy - Debtor Events (used by debtor's counsel)
Notice of Appeal (FEE)|Bankruptcy - Appeal
Notice of Appearance of Counsel and Request for Notice (No Image)|Bankruptcy - Notices
Notice of Appearance of Counsel and Request for Notice (With Image)|Bankruptcy - Notices
Notice of Change of Address|Bankruptcy - Notices
Notice of Continued 341 Examination|Bankruptcy - Notices
Notice of Default|Bankruptcy - Notices
Notice of Dismissal|Adversary - Notices/Other
Notice of Endorsement (NO IMAGE)|Adversary - Notices/Other
Notice of Endorsement (NO IMAGE)|Bankruptcy - Notices
Notice of Hearing(Amended/Rescheduled)|Adversary - Notices/Other
Notice of Hearing(Amended/Rescheduled)|Bankruptcy - Notices
Notice of Hearing|Adversary - Notices/Other
Notice of Hearing|Bankruptcy - Notices
Notice of Initial Disclosures (Rule7026(a)(1))|Adversary - Notices/Other
Notice of Initial Disclosures (Rule7026(a)(1))|Bankruptcy - Notices
Notice of Intent to Abandon|Bankruptcy - Notices
Notice of Intent to Sell|Bankruptcy - Notices
Notice of Parties' Planning Meeting|Adversary - Notices/Other
Notice of Rej. or Assump. of Unexp. Lease or Exec. Contract|Bankruptcy - Other
Notice of Removal (FEE)|Adversary - Complaint & Summons
Notice of Stricken Hearing|Bankruptcy - Notices
Notice of Transfer of Claim|Bankruptcy - Notices
Notice of Voluntary Conversion to Chapter 7 (FEE)|Bankruptcy - Debtor Events (used by debtor's counsel)
Notice of Voluntary Conversion to Chapter 7 (FEE)|Bankruptcy - Notices
Notice of Voluntary Conversion/Bifurcation to Chapter 7 (FEE)|Bankruptcy - Debtor Events

Notice of Voluntary Conversion/Bifurcation to Chapter 7 (FEE)|Bankruptcy - Notices
Notice of Withdrawal of Claim|Bankruptcy - Notices
Notice of Withdrawal of Incorrectly Filed Document|Adversary - Notices/Other
Notice of Withdrawal of Incorrectly Filed Document|Bankruptcy - Notices
Notice to Take Deposition|Adversary - Notices/Other
Notice to Take Deposition|Bankruptcy - Notices
Notice/Schedules Per Rule 1019 (use when converting 13 to 7)|Bankruptcy - Debtor Events
Notice/Schedules Pursuant to Rule 1019|Bankruptcy - Other
Notice|Adversary - Notices/Other
Notice|Bankruptcy - Notices
Objection as to Form of Order|Adversary - Answers... - Motion/Application
Objection as to Form of Order|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Objection by IRS to Confirmation|Bankruptcy - Other
Objection to Claim|Adversary - Answers... - Motion/Application
Objection to Claim|Bankruptcy - Objection/Response...
Objection to Confirmation of Plan|Adversary - Answers... - Motion/Application
Objection to Confirmation of Plan|Bankruptcy - Objection/Response...
Objection to Debtor's Claim of Exemptions|Adversary - Answers... - Motion/Application
Objection to Debtor's Claim of Exemptions|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Objection to Dismissal and Motion to Abate|Bankruptcy-Debtor Events (used by debtor's counsel)
Objection to Dismissal|Bankruptcy - Debtor Events (used by debtor's counsel)
Objection to Motion to Dismiss and Motion to Abate|Adversary - Answers... - Motion/Application
Objection to Motion to Dismiss and Motion to Abate|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Objection|Adversary - Answers... - Motion/Application
Objection|Bankruptcy - Debtor Events (used by debtor's counsel)
Objection|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Open Involuntary Case|Bankruptcy
Open a BK Case|Bankruptcy
Open an Adversary Proceeding|Adversary
Pay Filing Fee in Installments|Bankruptcy - Motions/Applications
Pay Unclaimed Funds|Bankruptcy - Motions/Applications
Pay|Bankruptcy - Motions/Applications
Pending Default Certificate|Adversary - Notices/Other
Praecipe|Adversary - Notices/Other
Preliminary Injunction|Adversary - Motions
Preliminary Injunction|Bankruptcy - Motions/Applications
Prohibit Use Cash Collateral|Bankruptcy - Motions/Applications
Proposed Findings of Fact and Conclusions of Law (No Judge's signature)|Adversary - Notices/Other
Protective Order|Adversary - Motions

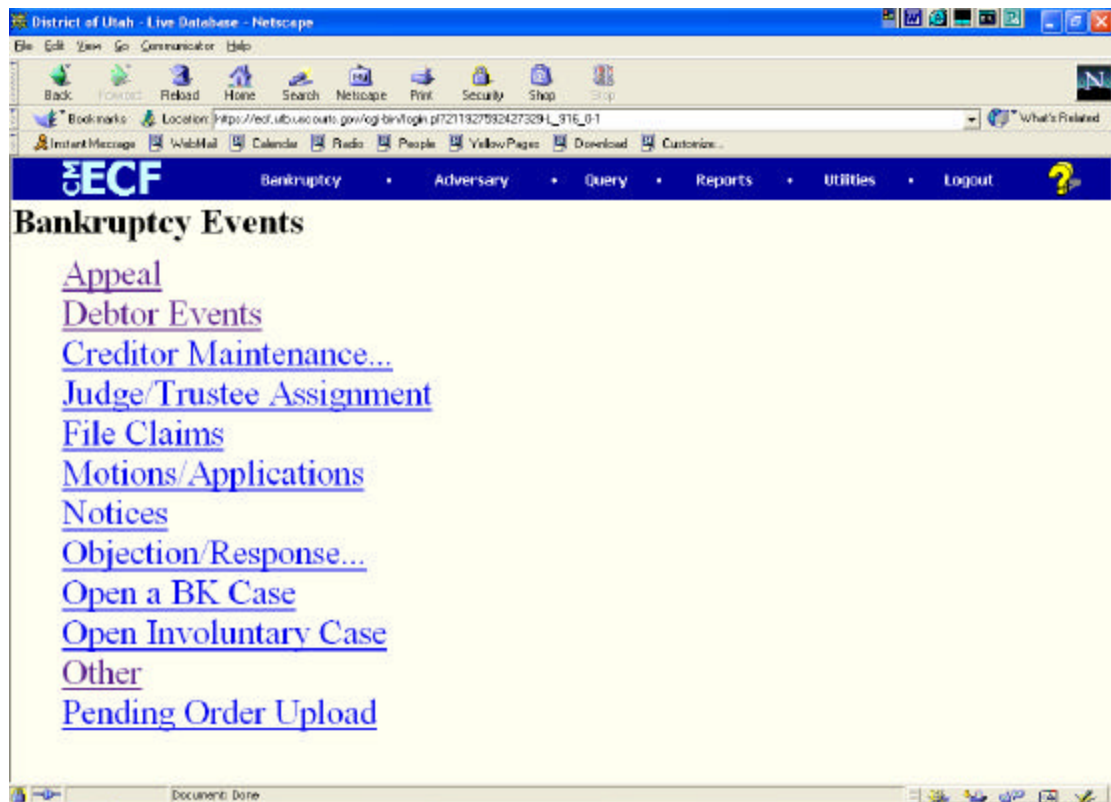
Protective Order|Bankruptcy - Motions/Applications
Quash|Adversary - Motions
Quash|Bankruptcy - Motions/Applications
Reaffirmation Agreement|Bankruptcy - Other
Reconsider|Adversary - Motions
Reconsider|Bankruptcy - Motions/Applications
Recusal|Adversary - Motions
Recusal|Bankruptcy - Motions/Applications
Registration of Foreign Judgment (FEE)|Adversary - Complaint & Summons
Relief From Stay (FEE)|Bankruptcy - Motions/Applications
Relief from Co-Debtor Stay|Bankruptcy - Motions/Applications
Remand|Adversary - Motions
Reopen Case (FEE)|Bankruptcy - Motions/Applications
Reopen Case - Chapter 11 (FEE)|Bankruptcy - Motions/Applications
Reply|Adversary - Answers... - Motion/Application
Reply|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Report|Bankruptcy - Other
Request for Admissions|Bankruptcy - Other
Request for Notice of Hearing (Garnishments Only!)|Adversary - Notices/Other
Request for Notice of Hearing (Garnishments Only!)|Bankruptcy - Other
Request for Production of Documents|Bankruptcy - Other
Request for Transcript|Bankruptcy - Appeal
Request|Bankruptcy - Other
Response/Objection|Bankruptcy - Debtor Events (Used by debtor's counsel)
Response|Adversary - Answers... - Motion/Application
Response|Bankruptcy - Debtor Events
Response|Bankruptcy - Objection/Response... - Reference An Existing Pleading
Return of Service|Adversary - Notices/Other
Return of Service|Bankruptcy - Other
Satisfaction of Judgment|Adversary - Notices/Other
Section 304 Petition (FEE)|Bankruptcy - Other
Sell|Bankruptcy - Motions/Applications
Set Deadline|Bankruptcy - Motions/Applications
Set Last Day to File Proofs of Claim|Bankruptcy - Motions/Applications
Shorten Time|Adversary - Motions
Shorten Time|Bankruptcy - Motions/Applications
Show Cause|Adversary - Motions
Show Cause|Bankruptcy - Motions/Applications
Statement of Financial Affairs and Sched|Bankruptcy- Debtor Events (used by debtor's counsel)
Statement of Financial Affairs and Schedules|Bankruptcy - Other
Statement of Intentions (Debtor's)|Bankruptcy - Other
Statement of Intentions|Bankruptcy - Debtor Events (used by debtor's counsel)
Statement of Intent|Adversary - Notices/Other
Statement of Social Security Number(s)|Bankruptcy - Debtor Events (used by debtor's counsel)
Statement of Social Security Number(s)|Bankruptcy - Other

Statement|Bankruptcy - Other
Stay Pending Appeal|Adversary - Motions
Stay Pending Appeal|Bankruptcy - Motions/Applications
Stay Proceedings|Adversary - Motions
Stay Proceedings|Bankruptcy - Motions/Applications
Stipulation for Dismissal|Adversary - Notices/Other
Stipulation|Bankruptcy - Other
Strike Hearing|Bankruptcy - Motions/Applications
Strike|Bankruptcy - Motions/Applications
Subpoena Duces Tecum (Served)|Bankruptcy - Other
Substitute Attorney|Adversary - Motions
Substitute Attorney|Bankruptcy - Motions/Applications
Summary Judgment|Adversary - Motions
Summons Service Executed|Adversary - Complaint & Summons
Summons Service Unexecuted|Adversary - Complaint & Summons
Supplemental Proceedings|Adversary - Motions
Support Document|Bankruptcy - Other
Temporary Restraining Order|Adversary - Motions
Third-Party Complaint|Adversary - Complaint & Summons
Transfer Adversary|Adversary - Motions
Transfer Case|Bankruptcy - Motions/Applications
Transfer Property|Bankruptcy - Motions/Applications
Trial Brief|Adversary - Notices/Other
Trial Brief|Bankruptcy - Other
Turnover Property|Bankruptcy - Motions/Applications
Upload a creditor matrix file|Bankruptcy - Creditor Maintenance...
Use Cash Collateral|Bankruptcy - Motions/Applications
Vacate Discharge|Bankruptcy - Motions/Applications
Vacate Dismissal|Bankruptcy - Motions/Applications
Vacate|Bankruptcy - Motions/Applications
Voluntary Petition (Chapter 11) (FEE)|Bankruptcy - Other
Voluntary Petition (Chapter 12)|Bankruptcy - Other
Voluntary Petition (Chapter 13) (FEE)|Bankruptcy - Other
Voluntary Petition (Chapter 7) (FEE)|Bankruptcy - Other
Waiver of Discharge|Bankruptcy - Other
Withdraw As Attorney|Adversary - Motions
Withdraw As Attorney|Bankruptcy - Motions/Applications
Withdraw Document|Bankruptcy - Motions/Applications
Withdrawal of Document (no image)|Bankruptcy - Debtor Events (used by debtor's counsel)
Withdrawal of Document (no image)|Bankruptcy - Notices
Withdrawal of Document (with image)|Bankruptcy - Notices
Withdrawal of Document(with image)|Bankruptcy - Debtor Events (used by debtor's counsel)

Withdrawal of Objection to Confirmation (no image)|Bankruptcy - Notices
Withdrawal of Objection to Confirmation (with image)|Bankruptcy - Notices
Withdrawal of Reference (FEE)|Adversary - Motions
Withdrawal of Reference (FEE)|Bankruptcy - Motions/Applications
Writ|Bankruptcy - Motions/Applications
motion (Generic)|Adversary - Motions
motion (Generic)|Bankruptcy - Motions/Applications

1.6

Events listed by Category



The events shown in this section are listed first by the menu option, then by the category, under which you will find the event. As indicated in the previous section, the menu option is displayed in the dark portion of the figure shown above (displayed in blue on a computer screen). The Bankruptcy events are listed first, then Adversary events.

Not all events that could occur in a civil proceeding are found under the Adversary menu. It may be necessary to file some adversary documents under the Bankruptcy menu section. **If you don't find your event under the Adversary menu use the Bankruptcy event to file your pleading.**

Bankruptcy Events

Appeal

- Amended Designation of Record
- Appellant Designation of Record
- Appellee Designation of Record
- Cross Appeal (FEE)
- Election of Appeal to District Court
- Notice of Appeal (FEE)
- Request for Transcript

Debtor Events

- 20 Largest Unsecured Creditors
- Affidavit/Declaration
- Amended Chapter 13 Plan
- Amended Document
- Amended Matrix (FEE)
- Amended Matrix (No Fee)
- Amended Matrix and Amended Schedules (FEE)
- Amended Schedules (FEE)
- Amended Schedules (No Fee)
- Amended Schedules I & J
- Application for Compensation by Attorney/Debtor(s)(Ch13 only)
- Atty/Db(s) Request Re: Motion to Confirm (No Image)
- Certificate of Service
- Ch 11 Final/Summary Rpt & Acct
- Change of Address
- Chapter 13 Plan
- Declaration/Affidavit Re: Tax Returns
- Disclosure of Compensation of Attorney for Debtor
- Election to Be Treated as a Small Business (Ch 11 only)
- Electronically Paid Fee - 15.00
- Electronically Paid Fee - 150.00
- Electronically Paid Fee - 155.00
- Electronically Paid Fee - 26.00
- Equity Security Holders
- Final Installment Fee Payment (Chapter 13) (FEE)
- Final Installment Fee Payment (Chapter 7) (FEE)
- Final Installment Fee Payment (Individual Chapter 11) (FEE)
- Motion to Abate
- Motion to Abate and Objection to Motion to Dismiss
- Motion to Confirm By Consent and Ch 13 Amended Plan
- Motion to Confirm by Consent
- Motion to Convert to Chapter 13
- Motion to Incur Debt

Notice of Voluntary Conversion to Chapter 7 (FEE)
Notice of Voluntary Conversion/Bifurcation to Chapter 7 (FEE)
Notice/Schedules Per Rule 1019 (use when converting 13 to 7)
Objection
Objection to Dismissal
Objection to Dismissal and Motion to Abate
Response
Response/Objection
Statement of Financial Affairs and Schedules
Statement of Intentions
Statement of Social Security Number(s)
Withdrawal of Document (no image)
Withdrawal of Document(with image)

Judge/Trustee Assignment

Creditor Maintenance

Upload a creditor matrix file
Edit creditors

File Claims

Motions/Applications

Abandon (FEE)
Abate
Adequate Protection
Administrative Expenses
Allow Claim(s)
Amend
Amended Application
Amended Motion
Appear pro hac vice
Application (Generic)
Appoint Creditors' Committee
Appoint Trustee
Approve Adequacy of Disclosure Statement
Approve Settlement/Compromise
Approve Stipulation
Assume/Reject
Avoid Lien
Bifurcate
Bifurcate and Dismiss
Change Venue
Compel
Compensation

Confirm By Consent
Consolidate
Contempt/Sanctions
Continue Hearing
Continue Meeting
Convert Case to 12
Convert Case to 13
Convert Case to 7 (FEE)
Convert Chapter 7 or 13 Case to a Chapter 11 Case (FEE)
Convert One Debtor Only (FEE)
Defer Discharge
Defer Fee
Deposit Funds Into Court Registry
Directing Transmittal of Withdrawal of Reference (Application)
Disburse
Dismiss Case
Dismiss Case Per 707(b)
Dismiss Party
Dismiss/Withdraw Document
Employ
Ex Parte Relief
Examination Under Rule 2004
Excuse Debtor
Expedite Hearing
Extend Exclusivity Period to File Plan
Extend Time
Extend Time to Oppose Discharge
File Overlength Memorandum
Final Decree
Fix Time
For Entry of Judgment/Order Re:
For Telephonic Hearing
Hardship Discharge
Incur Debt
Joint Administration
Leave to Appeal (FEE)
Limit Notice
Limited Admissions
Modify
More Definite Statement
Motion to Abate and Objection to Motion to Dismiss
Pay
Pay Filing Fee in Installments
Pay Unclaimed Funds
Preliminary Injunction

Prohibit Use Cash Collateral
Protective Order
Quash
Reconsider
Recusal
Relief From Stay (FEE)
Relief from Co-Debtor Stay
Reopen Case (FEE)
Reopen Case - Chapter 11 (FEE)
Sell
Set Deadline
Set Last Day to File Proofs of Claim
Shorten Time
Show Cause
Stay Pending Appeal
Stay Proceedings
Strike
Strike Hearing
Substitute Attorney
Transfer Case
Transfer Property
Turnover Property
Use Cash Collateral
Vacate
Vacate Discharge
Vacate Dismissal
Withdraw As Attorney
Withdraw Document
Withdrawal of Reference (FEE)
Writ
motion (Generic) - (Use only when specific motion not found!)

Notices

Notice
Notice of Appearance of Counsel and Request for Notice (No Image)
Notice of Appearance of Counsel and Request for Notice (With Image)
Notice of Change of Address
Notice of Continued 341 Examination
Notice of Default
Notice of Endorsement (NO IMAGE)
Notice of Hearing
Notice of Hearing(Amended/Rescheduled)
Notice of Initial Disclosures (Rule7026(a)(1))
Notice of Intent to Abandon
Notice of Intent to Sell

Notice of Stricken Hearing
Notice of Transfer of Claim
Notice of Voluntary Conversion to Chapter 7 (FEE)
Notice of Voluntary Conversion/Bifurcation to Chapter 7 (FEE)
Notice of Withdrawal of Claim
Notice of Withdrawal of Incorrectly Filed Document
Notice to Take Deposition
Withdrawal of Document (no image)
Withdrawal of Document (with image)
Withdrawal of Objection to Confirmation (no image)
Withdrawal of Objection to Confirmation (with image)

Objection/Response.

Answer to Complaint (Amended)
Answer to Section 304 Petition
Involuntary Answer
Objection
Objection as to Form of Order
Objection to Claim
Objection to Confirmation of Plan
Objection to Debtor's Claim of Exemptions
Objection to Motion to Dismiss and Motion to Abate
Reply
Response

Open a BK Case

Open Involuntary Case

Other

20 Largest Unsecured Creditors
Affidavit/Declaration
Amended Chapter 11 Plan
Amended Chapter 13 Plan
Amended Disclosure Statement (Ch 11)
Amended Document
Amended Matrix (FEE)
Amended Matrix (No Fee)
Amended Matrix and Amended Schedules (FEE)
Amended Schedules (FEE)
Amended Schedules (No Fee)
Amended Schedules I & J
Atty/Db(s) Request Re: Motion to Confirm (No Image)
Certificate of Service
Certificate/Affidavit of Non-Opposition to Motion

Ch 11 Final/Summary Rpt & Acct
Chapter 11 Ballots
Chapter 11 Plan
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Confirm By Consent (Motion) and Ch 13 Amended Plan
Corrected Image
Correspondence
Creditor Request for Notice
Debtor's Election to Be Treated as a Small Business (Chapter 11)
Declaration
Declaration Re: Tax Returns
Disclosure Statement (Ch 11)
Disclosure of Compensation of Attorney for Debtor
Electronically Paid Fee - 15.00
Electronically Paid Fee - 150.00
Electronically Paid Fee - 155.00
Electronically Paid Fee - 26.00
Equity Security Holders
Exhibit
Final Installment Fee Payment (Chapter 13) (FEE)
Final Installment Fee Payment (Chapter 7) (FEE)
Final Installment Fee Payment (Individual Chapter 11) (FEE)
Involuntary Petition (Chapter 11)(attorney user) (FEE)
Involuntary Petition (Chapter 7)(attorney user) (FEE)
Joinder
Mediation Conference Report
Memorandum
Memorandum in Opposition
Memorandum in Support
Monthly Financial Report
Notice of Rej. or Assump. of Unexp. Lease or Exec. Contract
Notice/Schedules Pursuant to Rule 1019
Objection by IRS to Confirmation
Reaffirmation Agreement
Report
Request
Request for Admissions
Request for Notice of Hearing (Garnishments Only!)
Request for Production of Documents
Return of Service
Section 304 Petition (FEE)
Statement
Statement of Financial Affairs and Schedules

Statement of Intentions (Debtor's)
Statement of Social Security Number(s)
Stipulation
Subpoena Duces Tecum (Served)
Support Document
Trial Brief
Voluntary Petition (Chapter 11) (FEE)
Voluntary Petition (Chapter 12)
Voluntary Petition (Chapter 13) (FEE)
Voluntary Petition (Chapter 7) (FEE)
Waiver of Discharge

Pending Order Upload

Use for Proposed Orders submitted for signature—Main Bankruptcy Case Only

Adversary Events

Answers

- Motion/Application

Answer to Complaint (Amended)
Answer to Section 304 Petition
Involuntary Answer
Objection
Objection as to Form of Order
Objection to Claim
Objection to Confirmation of Plan
Objection to Debtor's Claim of Exemptions
Objection to Motion to Dismiss and Motion to Abate
Reply
Response

Answers

- Complaint, 3rd, cross, counter

Adversary Events - Complaint & Summons
Amended Complaint
Counterclaim
Crossclaim
Notice of Removal (FEE)
Registration of Foreign Judgment (FEE)
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

Motions

Amend
Amended Application
Amended Motion
Appear pro hac vice
Application (Generic)
Compel
Consolidate
Consolidate for Trial
Contempt/Sanctions
Continue Hearing
Default Judgment
Defer Fee
Deposit Funds Into Court Registry
Directing Transmittal of Withdrawal of Reference (Application)
Dismiss Adversary Proceeding
Dismiss Party
Dismiss/Withdraw Document
Expedite Hearing
Extend Time
File Overlength Memorandum
Intervene
Leave to Appeal (FEE)
Limine
Limited Admissions
More Definite Statement
Preliminary Injunction
Protective Order
Quash
Reconsider
Recusal
Remand
Shorten Time
Show Cause
Stay Pending Appeal
Stay Proceedings
Substitute Attorney
Summary Judgment
Supplemental Proceedings
Temporary Restraining Order
Transfer Adversary
Withdraw As Attorney
Withdrawal of Reference (FEE)
motion (Generic) (Used only when specific motion not found)

Notices/Other

Acceptance of Service
Affidavit/Declaration
Answer to Discovery Materials
Certificate of Service
Form 35/Report of Parties Planning Meeting
Notice
Notice of Dismissal
Notice of Endorsement (NO IMAGE)
Notice of Hearing
Notice of Hearing(Amended/Rescheduled)
Notice of Initial Disclosures (Rule7026(a)(1))
Notice of Parties' Planning Meeting
Notice of Withdrawal of Incorrectly Filed Document
Notice to Take Deposition
Pending Default Certificate
Praecipe
Proposed Findings of Fact and Conclusions of Law (No Judge's signature)
Request for Notice of Hearing (Garnishments Only!)
Return of Service
Satisfaction of Judgment
Statement of Intent
Stipulation for Dismissal
Trial Brief

Open an Adversary Proceeding**Order Upload for Adversary cases**

Upload single proposed order for signature - Adversary Case Only

1.7

Docket Event with Fees

Users with multiple login accounts will need to track fees for each individual account assigned.

This section will list the events that will automatically request payment of a fee if selected. If the filer selects multiple fee events the total amount due for both events will be added together and charged to the credit card entered.

Bankruptcy Events

Appeal Category

- Cross Appeal
- Notice of Appeal

Open a BK Case

- All new case chapters

Other Category

- Amended Schedules (Fee)
- Amended Matrix (fee)
- Section 304 Petition
- Amended Matrix (fee)
- Amended Schedules (Fee)
- Amended Matrix and Amended Schedules (Fee)
- Electronically Paid Fee - 15.00
- Electronically Paid Fee - 150.00
- Electronically Paid Fee - 26.00

Final Installment Fee Payment (Chapter 13)
Final Installment Fee Payment (Chapter 7)
Final Installment Fee Payment (Individual Chapter 11)
Involuntary Petition (Chapter 11) (attorney user)
Involuntary Petition (Chapter 7) (attorney user)
Registration of Foreign Judgment
Voluntary Petition (Chapter 11)
Voluntary Petition (Chapter 13)
Voluntary Petition (Chapter 7)

Motion Category

Abandon
Convert Case to 7
Convert Chapter 7 or 13 Case to a Chapter 11 Case
Convert One Debtor Only
Leave to Appeal
Reopen Case
Reopen Case - Chapter 11
Relief From Stay
Withdrawal of Reference
Notice of Voluntary Conversion/Bifurcation to Chapter 7
Notice of Voluntary Conversion to Chapter 7

Adversary Events

Open AP Case

All new adversary cases

Complaint & Summons

Complaint
Notice of Removal

Motion Category

Leave to Appeal
Withdrawal of Reference

NOTES